



Lights in the Parkway 2022 Season – Volunteer Group Sign Up

Lights in the Parkway will run November 25th - December 31st, 2022, except for Christmas Day and inclement weather closures. Volunteers are responsible to report **no later than 5:00pm** and should expect to be on site until 10:30pm (or until the last vehicle in line enters the display). **Six (6) volunteers, at least 18 years of age, are required per shift for Check In, 3 minors 12-17 may accompany each night.** Shifts will be assigned based upon the number of requests received. We ask that you plan for back up coverage in the event you have volunteer cancellations. Please rank the weeks below in order (1-First Preference to 6- Last Preference) that you would like to sign up for:

- Friday, November 25, 2022- Tuesday, November 29, 2022
- Wednesday, November 30, 2022- Sunday, December 4, 2022
- Monday, December 5, 2022 - Friday, December 9, 2022
- Saturday, December 10, 2022 - Wednesday, December 14, 2022
- Thursday, December 15, 2022 - Monday, December 19, 2022
- Tuesday, December 20, 2022 - *Saturday, December 24, 2022
- Monday, December 26, 2022 - *Saturday, December 31, 2021 (6 days total)

Organization _____ Contact Name (print) _____

Address _____

City _____ State _____ Zip Code _____

Telephone (Home): _____ (Work): _____ (Cell): _____

Email: _____

- Our group has read the volunteer requirements listed below: Initial the boxes
- Our group is interested in volunteering at the Lights in the Parkway event as a fundraiser with the understanding that only one designated staff person is allowed to collect donations per shift. *Lights in the Parkway can help promote donations on the ticketing platform and include your sponsored nights.*
- Volunteer Groups will be paid a maximum stipend of \$400 per night for 6 volunteers/ \$800 *Christmas Eve/ New Year's Eve. If your group has less than 6 volunteers, \$50.00 per shift/ *\$100 Christmas Eve/ New Year's Eve of the stipend will be reduced per person under the 6-person total. If your group has more than 6 volunteers, no additional stipend will be included.
- Volunteer Groups will be responsible for sending two (2) representatives early on the first assignment of the 2022 season. *One representative will act as group supervisor during all other volunteer assignments.*
- Our group understands all volunteer requirements and if chosen, will abide by all guidelines. *Please be advised that your organization will receive a confirmation email if your approved and/or on the waiting list.*

Signature

Date

Please return form with organization's W9 to:

EMAIL to Events@allentownpa.gov

Phone: 610- 437-7750

Special Events Bureau

City of Allentown

3000 Parkway Blvd. Allentown, Pa 18104